

PROMISE DATA DICTIONARY

Eligibility Criteria:

Veterans must meet both of the following criteria:

- 1) Veteran died as a VA inpatient or on VA facility grounds.
 - Pop up in beginning is not enough.
 - Source of death and date of death must be present for community death. If no source of death is present, there should be a progress note in Vistaweb stating Veteran is deceased.
- 2) Veteran had at least one admission ≥ 24 hours in last month of life.
 - Time in ER is not included.

Procedural Notes:

- Check with a manager regarding eligibility confusion
- Complete a full chart if Veteran is eligible, even if NOK is not (Outcome=4 or 7). If Veteran is not eligible (Outcome=8, 11, 12, or 14) you do not have to complete a chart

MERGEID	Two digit VISN number and sequential number assigned to Veteran (ex: 07205 for VISN 7, number 205). Numbers continue each month from where they ended the previous month.
CHID	Veteran's 9 digit Social Security Number
FAC	Facility # Should not include any letters
CHDTH	Veteran's site of death. Can be found in the patient inquiry. Open Progress notes to verify if necessary. See Chart review Manager if you have questions.
DOD	Veteran's date of death MM/DD/YYYY
Titles	Mr or Ms Requires punctuation
First and Last Names	Double check gender of unisex names Hand edit last names such as McIntosh after copying and pasting from original death list
Suffixes	Make sure all suffixes are separated from the First or Last Name column. Do NOT put a period at the end of the suffix. Be mindful of "II" and "III" as they may be affected when you copy and paste from your death list and change sentence case.
Phone 1	10 digit phone number of next of kin found in death list, VistaWeb, or White Pages
Follow Up Call NOTES (MSO)	Use this space to document any notes or special requests

<p>OUTCOME</p>	<p>Result of contact attempts:</p> <p>Options and Notes:</p> <p>Refusal (0) NOK states they do not want to complete survey</p> <p>Inadequate knowledge of vet's care (1): NOK must state he/she does not know enough. Interviewer does not make this decision. Ask if someone else knows more about care. If so, get their address/phone number and send survey packet. If no, do not look up secondary NOK.</p> <p>Unable to contact (2): Must have valid number and no completed mail survey</p> <p>Reluctance to discuss death (3): NOK specifies that he/she cannot discuss it at this time because it is too difficult or distressing to talk about. Not coded as "refusal" because that specific explanation is offered. Do not look up secondary NOK</p> <p>Wrong/Disconnected Number/Letter Returned/No NOK Contact Info (4) Look up secondary NOK</p> <p>Interviewed (5): Survey completed over the phone. Must ask at least 12 out of 17 questions. It doesn't matter if NOK actually answers.</p> <p>Incomplete (6) Less than 12 survey questions completed/answered. Mark 777 for all unasked questions File as a respondent</p> <p>NOK Ineligible (7) Reasons for ineligibility: No NOK listed, NOK dead, NOK doesn't speak English or Spanish, or NOK lives outside of the US</p> <p>Mail Survey(10) Mail Survey Returned</p> <p>Community Death (11) Use this code <u>any time</u> a Veteran dies in community, even if Veteran is ineligible for other reasons</p> <p>Less than 24 hours as VA inpatient (12)</p> <p>Veteran not dead/not a Vet (14) If all other eligibility criteria are met, include patient even if he/she is not a Veteran</p> <p><u>Procedural Notes</u> Complete a full chart for 7 (NOK ineligible) and 4.</p>
<p>Followup1 and 2</p>	<p>Used to document when patient advocate information is given/offered or a referral is placed/offered.</p>

NOK Address Information	No punctuation needed for St, Ave, Dr etc... 5 digit zip code Make sure your merge is formatted to TEXT to prevent zeros dropping from zip codes
VISN	2 digit VISN number. Add a zero to single digit VISNs
TREND	Refers to month/year of death. See attached sheet at end of dictionary
CNUM	2 digit Coordinator # (assigned when hired) of person completing survey
CHAPLAIN	<p>Did patient have an interaction with a chaplain in the last month of life?</p> <p><u>Search:</u> "chap" "spirit" "pastor" If term is found anywhere in searchable title bar (including the title, author, and location sections), note can be included. Term must be somewhere in searchable text, not only inside note.</p> <p>DO NOT COUNT chaplain visits documented <i>only</i> under other titles such as "palliative care." Search terms must be included.</p> <p>COUNT addendums to other (non-chaplain) notes that show up in search</p> <p><u>Interactions:</u></p> <p>Any personal visit during which the patient is conscious and aware of chaplain's presence.</p> <p>Any note that states that the chaplain entered the room that does NOT mention that the patient is asleep, nonresponsive, or unaware of the chaplain's presence counts as an interaction.</p> <p><u>The Following are Attempted Interactions:</u></p> <p>If chaplain stops by patient's room and patient is sleeping, not in room, etc.</p> <p><u>Do Not Include:</u></p> <p>Notes entered late for consults occurring before the last month of life</p> <p>A note if it cannot be determined whether or not a documented interaction/attempt occurred in the last month of life</p> <p>If patient never declines chaplain in person but it is documented elsewhere that Veteran did not want chaplain visits</p>

CHAPLAIN2

Did a chaplain have an interaction with family a member in the last month of life?

Search: 'chap', 'pastor', or 'spirit'.

- If term is found anywhere in searchable title bar (including the title, author, and location sections), note can be included. Term must be somewhere in text that is searched from notes list, not only inside note.
 - a. **DO NOT COUNT** chaplain visits documented *only* under other titles such as "palliative care." Search terms must be included.
 - b. **COUNT** addendums to other (non-chaplain) notes that show up in search
- "Family" refers to anyone involved on patient's behalf outside of VA staff.

Interactions:

- Any personal visit during which the family was present and aware of chaplain's presence. If a note makes it clear that family was present and does not suggest that they were unaware of chaplain's presence, code as Yes (1).
- Notes entered after death for interactions that occurred in the 31 days before death, and do not mention that the patient died, should be counted.
- If the patient declines a chaplain visit but the chaplain still has an interaction with the family, code Yes (1)

The Following are Attempted Interactions:

- If chaplain calls a family member but doesn't get an answer/leaves a message code 98
- If family requests a visit from the chaplain but when the chaplain arrives family is gone code 98

No Family:

- Refers to patient having no NOK or emergency contact or no personal contacts listed in the notes
- It is not enough for family to simply not visit the hospital

Patient Refused Chaplain:

- Refusal must have been documented in any searchable chaplain note (see search terms above)

Do Not Include:

- Notes entered late for consults occurring before the last month of life
- If it cannot be determined whether or not a documented interaction occurred in the last month of life

<p>VAINH1</p>	<p>Number of days that we know the patient received hospice care <i>in an inpatient hospice/palliative care unit</i> in the last 31 days of life.</p> <p>Use the Patient Advocate spreadsheet to determine if the facility in question has an inpatient hospice unit meeting our definition, and what location information is given for that inpatient unit.</p> <p><u>Procedural Notes:</u></p> <ul style="list-style-type: none"> • If patient was transferred to a hospice unit for <24 hours, enter "1" for that day. • Use 31 days as the standard for a complete month • Days when patient is out of the facility on a temporary pass (ASIH), without an official discharge and readmission, should be included in the total number of days receiving care. • Follow the rules for counting days <p><u>Regarding Location/Transfers/Treatment:</u></p> <ul style="list-style-type: none"> • If you see in the Patient Inquiry that the patient died in a hospice unit, you cannot assume that the patient was in that unit for the entire inpatient stay. Check when patient was transferred into unit. • If it is documented that patient received hospice care in an inpatient hospice unit, include it even if the care being rendered seems more aggressive than one would expect Check with QA if you suspect patient is merely an overflow patient and not actually a hospice patient. • If the notes mention that a patient is being transferred to an inpatient hospice unit, and you that the facility has an inpatient hospice unit meeting our definition, assume that they are being transferred to the unit even if the location data doesn't exactly match up. It is unlikely that a facility will have two different hospice units. <p><u>Scantron Notes:</u></p> <ul style="list-style-type: none"> • If VAINH1=0 please fill in both zeros. If VAINH1<10 days circle '0' for the top bubble and 1-9 for the bottom bubble
<p>DNRORDER</p>	<p>Did patient have a Do Not Resuscitate Order in the last month of life?</p> <p>Can be found in orders ONLY</p> <p>**This variable may already be filled out with data pulled from CDW. If the chart you are working on already has this information filled in you do NOT have to look up this variable.</p> <p><u>Search terms:</u> DNR, DNAR, do not resuscitate, do not attempt resuscitation, do not initiate cardiopulmonary resuscitation, no CPR, comfort measures only, comfort care only, CMO, no code, allow natural death</p>

DNRORDERDATE	<p>Date patient was made DNR and stayed DNR in last 31 days of life MM/DD/YYYY</p> <p>**This variable may already be filled out with data pulled from CDW. If the chart you are working on already has this information filled in you do NOT have to look up this variable.</p> <p><u>Procedural Notes:</u></p> <ul style="list-style-type: none"> • If DNRORDER=0 DNRORDERDATE=99 • If patient's last admission is greater than 31 days and they are made DNR outside of the last 31 days of life DNRORDERDATE=98 • Search through all DNR orders in last month of life to ensure patient's code status was not changed during the last 31 days of life <p><u>For example:</u> Patient DOD 10/20/2012 DNR Order 9/29/2012 Change status to full code 10/05/2012 DNR Order 10/18/2012 DNRORDERDATE= 10/18/2012</p> <p>Can be found in orders ONLY</p>
BESUPPORT	<p>Bereavement support provided to family and documented within two weeks following patient's death.</p> <p><u>Procedural Notes:</u></p> <ul style="list-style-type: none"> • Include events from time of death (any note that mentions death) until two weeks after death • If more than one code applies out of 1, 2, and 4, use the lowest code (1 trumps 2, 1 and 2 trump 4) • No family refers to the patient having no NOK or emergency contact, no personal contacts listed in the notes, or if patient refuses ≥2 times to allow VA to contact anyone on her/his behalf <p><u>What Counts as Support?:</u></p> <ul style="list-style-type: none"> • Note must describe giving emotional support, expressing condolences, or state that bereavement/emotional support was provided, offered, or attempted. <ol style="list-style-type: none"> Ex: active listening regarding the patient, inquiring how family is coping, stating that emotional support was offered/provided, expressing condolences Any note after death with "bereavement" in the title that includes a discussion about the death of the Veteran with a family member/friend counts as support. Offering/providing religious support OR documentation of a ceremony by VA staff after death counts as support. If religious support is offered and declined, code as 98. • If it is clear that the intent of the call was to provide bereavement support and the caller leaves a message code 98. • If family declines chaplain service after death code 98 <p><u>Cards/Mailings:</u></p> <ul style="list-style-type: none"> • Includes documentation that a card (even just a sympathy card) or other supportive materials were mailed <ol style="list-style-type: none"> Mailings that include supportive materials as well as information on bereavement services and/or grieving process can be counted for more than one variable.
TREND/FACID 57	MONTH OF DEATH April 2013

Last updated 11.07. 2012

58	May 2013
59	June 2013
60	July 2013
61	August 2013
62	September 2013
63	October 2013
64	November 2013
65	December 2013
66	January 2014
67	February 2014
68	March 2014
69	April 2014
70	May 2014
71	June 2014
72	July 2014
73	August 2014
74	September 2014
75	October 2014
76	November 2014
77	December 2014
78	January 2015
79	February 2015
80	March 2015
81	April 2015
82	May 2015
83	June 2015
84	July 2015
85	August 2015
86	September 2015